

September 16, 2005

## NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Principal Planner (P5) Job Number 05-147. Position is open until filled and may be closed at any time.

### **PRINCIPAL PLANNER (P5)**

#### **POSITION SUMMARY:**

Under general direction, the incumbent will plan, coordinate and direct large complex planning projects; perform a broad range of supervisory and staff duties focused on comprehensive regional planning including land use, transportation, housing and environmental issue areas; conduct or coordinate professional and technical work including developing and implementing collaborative planning efforts, review and analysis of major plans and policies effecting social, economic, and environmental objectives, review of large-scale development proposals, and formulating policy recommendations; maintain relationships with the public, private and nonprofit sectors; and generate revenues. Experience with state legislation, or in an advocacy role regarding housing, infill and/or transit oriented development is also desirable.

Position requires initiative, strategic and creative thinking, independent judgment, political sensitivity, and an ability to approach issues broadly while maintaining a firm grasp of details.

#### **KNOWLEDGE OF:**

- California planning and environmental laws and regulatory framework
- Advanced theories, principles and techniques of planning
- Organization and functions of various levels of local, regional and State planning
- Grant writing procedures and fund-raising techniques
- Public policy issues

**ABILITY TO:**

- Plan, manage and administer complex projects
- Develop and manage innovative strategies to foster inter-jurisdictional cooperation
- Develop and administer budgets
- Draw sound conclusions and make appropriate recommendations
- Accurately analyze situations and adopt appropriate courses of action
- Represent the agency effectively
- Speak and write clearly and effectively
- Conduct research and technical analyses
- Manage and complete comprehensive reports
- Work effectively with high level local and regional professionals and special interest advocates
- Distill complicated data into easy-to-understand conclusions
- Supervise employees, schedule tasks, and prepare and conduct performance reviews

**EDUCATION AND EXPERIENCE:**

A Bachelor's degree in Planning or related field and 8 years of increasingly responsible experience is required. A Master's degree is highly desirable. Any combination of education and experience sufficient to successfully perform the essential duties of the job is qualifying.

**SUPPLEMENTAL QUESTIONNAIRE**

To assist us in evaluating candidates, please provide brief responses to the following questions and attach to your Application for Employment.

1. Please describe your experience in the following areas:
  - Project management, including project planning, scope of work, progress reports, project summary reports, budgets, accounting, etc.
  - Supervision
  - Fundraising
  - Working with elected officials, policy committees, technical advisory groups
2. Describe your view of the role and function(s) of a regional planning agency such as the Association of Bay Area Governments.

## **ADDITIONAL INFORMATION**

For additional information on ABAG visit [www.abag.ca.gov](http://www.abag.ca.gov)

## **COMPENSATION AND BENEFITS**

**Salary:** \$7,225 - \$8,755 per month

**Pension:** Employer Paid PERS 2.5% @ 55

**Deferred Compensation:** STARS 457 Retirement Plan

**Health and Dental: Dental:** Dental Insurance and choice of three HMO and two PPO Plans

**Life Insurance:** ABAG Paid coverage equal to 2 times annual salary

**Other Benefits:** Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

**Vacation, Sick Leave, Holidays:** Competitive leave package including 11 paid holidays and 3 floating holidays annually

## **APPLICATION AND SELECTION PROCESS**

Position is open until filled. Please submit a cover letter, resume, employment application and supplemental questionnaire to:

Association of Bay Area Governments  
Christina Fong - H.R. 05-147  
101 8<sup>th</sup> Street  
Oakland, CA 94607

*Reflecting the diversity of California, ABAG is an equal opportunity employer.*

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT [www.abag.ca.gov/jobs.html](http://www.abag.ca.gov/jobs.html) OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG – H.R. 05-147, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. POSITION IS OPEN UNTIL FILLED AND MAY BE CLOSED AT ANY TIME. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.